



## **Fresno, California**

[www.caed.uscourts.gov](http://www.caed.uscourts.gov)

### **Position Details**

**Job Grade: JSP 11/1 - 13/10**

**Full-Time Starting Salary Range:**

**JSP 11/1 - \$58,562**

**JSP 12/1 - \$70,192**

**JSP 13/1 - \$83,468**

**Closing Date: December 24, 2015**

### **How to Apply:**

Applicants must submit materials electronically through the OSCAR system located at <https://oscar.uscourts.gov/>. The posting is under the account of Magistrate Michael J. Seng.

### **Materials must include:**

- 1) An introductory cover letter (include duty station and full or part-time status preferences)
- 2) A chronological resume
- 3) A writing sample (not more than 10 pages in length)
- 4) A list of at least 3 professional references
- 5) Copy of law school transcript

### **Benefits:**

- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Retirement Coverage
- Flexible Spending Account
- Life Insurance
- On Site Gym

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[www.USCourts.gov](http://www.USCourts.gov)

### **Position Overview**

The court is accepting applications for a Term Law Clerk position. The incumbent will support U.S. Magistrate Judge Michael J. Seng by completing research and writing on a wide range of issues that arise in federal litigation. This will include substantively reviewing pleadings, preparing bench memos, and drafting orders on matters pending before the judge. The selected candidate will be expected to commence employment on or after January 4, 2016 with a term end date of September 30, 2017.

Judge Seng sits in Yosemite National Park and also hears cases in Fresno. He will consider a candidate's preference for a duty station assignment in either location (i.e., Fresno or Yosemite National Park). Occasional travel between the two offices may be required. Judge Seng will also consider a candidate's preference for a full-time or a part-time schedule of at least 20 hours per week.

### **Minimum Qualifications**

For consideration, applicants must be law school graduates with strong academic records. Applicants also must possess:

- Strong writing skills.
- Excellent research and case management skills.
- The ability to work independently in a production oriented, high-volume work environment.
- Federal Clerkship experience (preferred)
- Civil litigation experience

### **Disclosures**

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Only qualified applicants will be considered for this position.
- Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Employees of the U. S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a Code of Conduct. A copy will be provided upon request.
- Applicants must be either U.S. citizens or eligible to work for the United States government.